

Uploading Documentation with Personally Identifying Information (PII) Using a Computer

Thank you for registering for the WIOA Grant!

We are required to collect some *Personally Identifying Information (PII)*. You will need to upload documentation that has your PII where you apply for the grant in employflorida.com (EF).*

You will need to upload your:

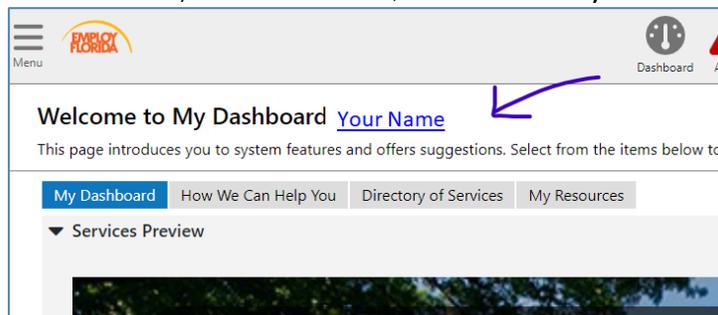
- Current Driver's License **or** CDL Permit
- Social Security Card **or** Employment Authorization Card (Form I-766) **or** U.S. Passport

If you are a veteran or eligible spouse of a veteran, you will need a DD214 **or** other DOD form indicating you are a dependent spouse of a veteran.

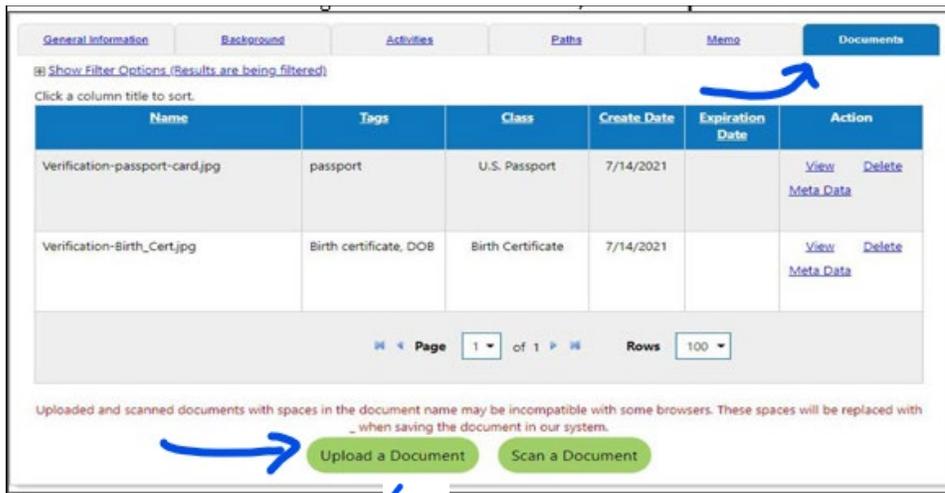
If you do not have the documents you need, please email opportunity@fsw.edu. We will help you identify other acceptable documents.

How to Upload Documents into Employ Florida Using a Computer

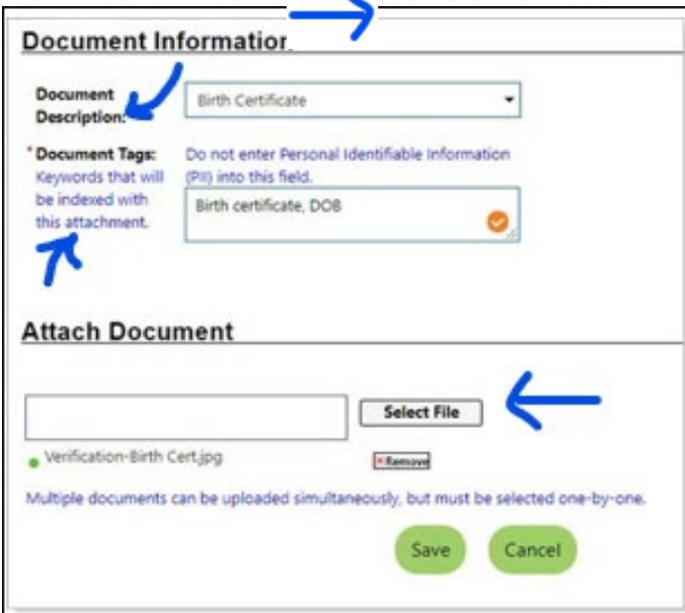
1. Scan or take clear pictures of each of your documents and save them to your computer.
2. Login to **Employ Florida** and click on your name next to, "Welcome to My Dashboard..."



3. Open the Documents Tab on the far right.
4. On the Documents tab, click the **Upload a Document** button.



5. You will see a window called "Document Information."



6. Choose a **Document Description** from the dropdown menu
7. Add keyword(s) in the **Document Type** field.
(The keyword can be the same as the document description.)
8. Click on **Select File**.
9. A File Explorer will open. Use it to find the file with the picture you want to upload. (Or **Choose File** or **Browse**, depending on your browser) by navigating to the file location and selecting the file to upload. The filename will show below the **Select File** box, along with an **x Remove** button.
10. Click the green "**Save**" button. The document file is uploaded. You will see your file listed on the **Documents** tab.